

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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November 5, 2002

FROM: BILL POSTMUS, Supervisor 1st District
Chairperson, Children and Families Commission

**SUBJECT: EMPLOYMENT CONTRACTS FOR THE CHILDREN AND FAMILIES
COMMISSION FOR THE COUNTY OF SAN BERNARDINO**

RECOMMENDATION:

1. Approve three employment contracts between the County of San Bernardino, the Children and Families Commission for the County of San Bernardino, and the contractors below for services to the Children and Families Commission for San Bernardino County, effective November 16, 2002:

EMPLOYEE	JOB CLASSIFICATION	RANGE	ANNUAL SALARY INCLUDING BENEFITS
Delia Barreto	Accountant	50	\$50,347
Elena Carrasco	Program Specialist	56	\$58,297
Kariya Haro	Receptionist	25	\$27,364

2. Approve Amendment No. 2 to the employment contract between the County of San Bernardino, the Children and Families Commission for the County of San Bernardino, and Crystal Kennedy, to change her job title, duties, and responsibilities, and increase her salary and range commensurate with her new duties and responsibilities for an annual salary of \$44,561, including benefits, effective November 16, 2002.

BACKGROUND: In November 1998, California voters approved Proposition 10, entitled the California Children and Families First Act of 1998, which imposed a tax on cigarettes and tobacco products as well as established the California Children and Families Commission (CCFC). Under this Act, the CCFC has authority to adopt guidelines for statewide early childhood development and smoking prevention programs.

As a condition of receiving Proposition 10 tax proceeds, the County of San Bernardino was required to create a county commission. On January 5, 1999, the Board of Supervisors adopted Ordinance 3745 creating the Children and Families Commission of County of San Bernardino (CFC) and Trust Fund. On March 2, 1999, the Board of Supervisors appointed the full complement of the CFC Membership. The CFC is charged with developing, adopting, promoting, and implementing local early childhood development programs consistent with the goals of the CCFC.

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Due to the relatively few number of staff needed by the Commission, it was agreed that the County would employ staff who would serve the needs of the Commission. The Commission reimburses the County for the total compensation costs of each employee. The Assistant County Administrator for Human Services System serves as the Appointing Authority.

Recommendation No. 1: On January 14, 2002, the CFC approved several staffing organization changes. Current vacancies within the program services and administrative services areas need to be filled. The CFC conducted a competitive recruitment process to fill the vacancies for Accountant, Program Specialist, and Receptionist. Job announcements were posted in four local newspapers: the San Bernardino County Sun, the Daily Press, El Chicano, and the Precinct Reports, as well as on the CFC's website, from August 2, 2002, through September 27, 2002. The selection process conducted by the CFC included a competitive evaluation of qualifications based on review of all applications. The CFC received 68 applications for Receptionist, 16 for Program Specialist, and 9 for Accountant. The top applicants for each position were interviewed. The evaluation committee then recommended the most qualified candidates for employment.

Delia Barreto has an extensive accounting background, including 15 years in the accounting field preparing statistical reports, account payable schedules, as well as account receivables. Her desire to work for a fast paced agency, as well as her dedication and problem solving skills will be an asset to the CFC.

Elena Carrasco has extensive experience in strategic planning, negotiation and budget analysis. Her bilingual skills and her experience in the outreach of diverse communities, developing organizational structure and policy analysis will be an asset to CFC.

Kariya Haro is highly recommended by previous employers and displayed impressive interpersonal skills during the interview process. She has completed several basic computer training courses, making her the most qualified person for this position.

Approval of these contracts will allow the CFC to fill these positions with the most qualified applicants. The total annual amount of these three contracts is \$136,008, including salary and benefits. The expense is fully reimbursed by the CFC Trust Fund and has been included in the CFC's approved budget. These contracts will be effective November 16, 2002, and will automatically renew every year until terminated under the terms of the contracts.

Recommendation No. 2: On December 15, 2001, the Board of Supervisors approved the employment contract with Crystal Kennedy for services as Administrative Assistant. On March 9, 2002, the Board of Supervisors approved Amendment No. 1 to increase her salary from Range 30 Step 1 to Range 30 Step 4 due to an administrative oversight. Due to the implementation of automated systems and processes, the need for an automated systems support staff became evident. The CFC determined that an Administrative Specialist position is needed to establish and maintain all automated systems as well as perform a variety of administrative duties. Due to her skills and expertise, Ms. Kennedy has been fulfilling this need on an interim basis.

Approval of this Amendment will change the Administrative Assistant position to an Administrative Specialist position and incorporate the above-mentioned duties and responsibility. The salary range for this position is Range 41. Based on her experience and knowledge relating to this position, Ms. Kennedy will start at Step 5.

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REVIEW BY OTHERS: These contracts were approved by the CFC at its regular monthly meeting on October 21, 2002. These contracts have been reviewed by Human Resources (Karen Resendez, Human Resources Officer) on October 18, 2002; HSS Contract Compliance (Lori Ciabattini, Administrative Supervisor) on October 18, 2002; County Counsel (Ruth Stringer, Chief Deputy County Counsel) on October 18, 2002; the CFC on October 21, 2002; and by the County Administrative Office (Gary Morris, Administrative Analyst) on October 24, 2002.

FINANCIAL DATA: The total amount of all four contracts is \$180,569, including annual salary and benefits. There is no local cost for the County. This expense is fully reimbursed by the CFC Trust Fund, and has been included in the CFC's approved budget. Funding is expected to continue at this level for this program in FY 02/03 and subsequent years.

SUPERVISORIAL: All

PRESENTER: Carol Anselmi, Interim Assistant County Administrator, Human Services System, (909) 387-4764

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